

We wish to take this opportunity to welcome you and your business to the City of Lynnwood! This information is to help new and existing businesses understand the Business License application process.

The City of Lynnwood requires that every person doing business within the city limits obtain a city business license. Licenses are specific to a particular location and must be renewed annually. If your business changes location or ownership, a new business license application must be submitted.

## 1. READ THE BUSINESS LICENSE APPLICATION INSTRUCTIONS

## 2. COMPLETE AND SUBMIT THE REQUIRED APPLICATION FORMS

1. Business License Application Form. Be sure to provide as clear of a description of your business activity as possible.
2. Any required supplemental forms:
  - a. Automotive-Boat-Vehicle Supplement;
  - b. Food-Entertainment Supplement;
  - c. Home Occupation Supplement (note on the main application if this is an office only);
  - d. Industrial Supplement;
  - e. Institutional Supplement;
  - f. Office Supplement;
  - g. Retail-Service Supplement;
  - h. Site Information Supplement (required for all commercial sites except businesses within Alderwood Mall).
3. Any additional required information, such as non-profit documentation.

## 3. CITY REVIEW

Review by the various City division takes a minimum of 2-4 weeks for new applications and 1-2 weeks for changes of ownership. Applications with missing or inaccurate information take longer to process.

Building Division: A Building Inspector will contact the applicant to inspect the building, tenant space, or residence. Inspectors are ensuring that basic life-safety requirements are met.

Fire Marshal: A Fire Inspector will contact the applicant to inspect the space, generally after the Building Inspector. Inspectors are checking that fire alarm and sprinkler systems are working correctly and that merchandise is not blocking emergency access.

Planning Division: This division is checking that the use is permitted and that there is adequate parking available for all businesses at the site.

Police: All applicants are subject to a review, including routine background check.

Public Works: Reviews the potential for the business to adversely affect the water, sewer and stormwater infrastructure, and to establish mitigation measures as necessary.

## 4. LICENSE ISSUANCE

Business licenses are mailed to the address on record once they are approved.

## 5. LICENSE RENEWAL

Business licenses expire December 31 (except taxicab businesses) of the calendar year issued. A renewal notice will be sent to your mailing address in December of each year and must be paid by February 15 to avoid a 50% penalty.

## QUESTIONS?

Licensing Fees or Process:	Business Licensing	(425) 670-5159
Land Use, Parking, Zoning or Signage:	Planning Hotline	(425) 670-5410
Tenant Improvements or Building Permit Information:	Permit Center	(425) 670-5400